

# Microsoft Office SharePoint Server 2007: Small Farm Step by Step Deployment Guide

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Prepared by Apticon Solutions Inc. in 2010

This document provides an illustrated overview of the deployment of a small development farm, consisting of a separate web front-end server and a dedicated SQL server. Additional web front-end and application servers can be added to that farm later at any point of time. The deployment procedure is overly simplified – the number of service accounts is intentionally reduced for simplicity of demonstration. The taken deployment approach is more suitable for a small development environment, as for a production grade deployment additional accounts need to be introduced along with enhanced security configuration.

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## Preliminary Configuration

### Configure Windows Server 2008

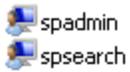
Make sure Application Server and Web Server (IIS) roles are added.

In order to add or verify them open 'Server Manager' (Control Panel - Administrative Tools – Server Manager).



### Create required service accounts

1. Create the following user accounts (on domain level if SharePoint is installed on multiple server environment, or at least a dedicated SQL server; and as local computer accounts if SharePoint is installed locally and SQL server is running on the same server)
  - a. **spadmin** – system SharePoint account, which is used to run application pool (it is highly recommended to create a separate application pool for production environment)
  - b. **spcrawl** – account used to crawl SharePoint content
  - c. **spsearch** – account used to run SharePoint search functionality



SharePoint Admin  
SharePoint Search

SharePoint Administrator Account  
SharePoint Search Account

**New User**

User name: spcrawl

Full name: SharePoint Crawl

Description: SharePoint Crawl Account

Password: [dots]

Confirm password: [dots]

User must change password at next logon

User cannot change password

Password never expires

Account is disabled

Help Create Close

## Install and Configure SQL Server 2005/2008 x64 Edition

Install SQL Server 2005/2008 and install the latest service pack SP2 or SP3 for SQL Server 2005/2008.

Note: It is especially, important for SQL Server 2005 as SP2 is required for it to run on Windows Server 2008.

## Installation Summary

Created domain accounts:

spadmin

spsearch

spcrawl

Windows Server 2008 x64 SP2

SQL Server 2005 x64 SP3

## Microsoft Office SharePoint Server 2007 Installation and Configuration

### Installing SharePoint

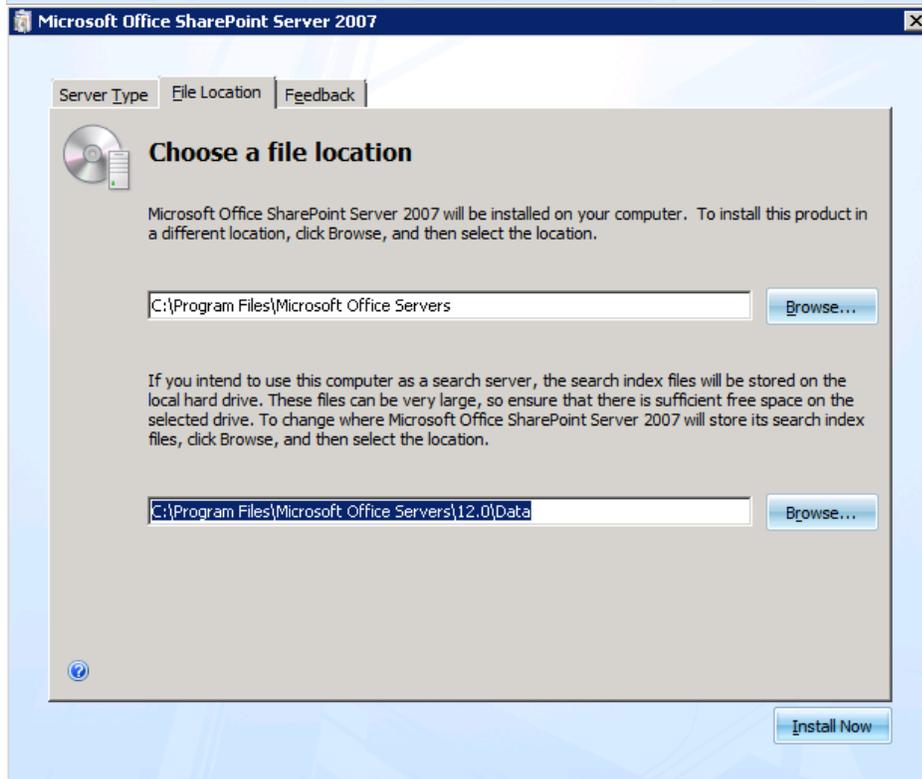
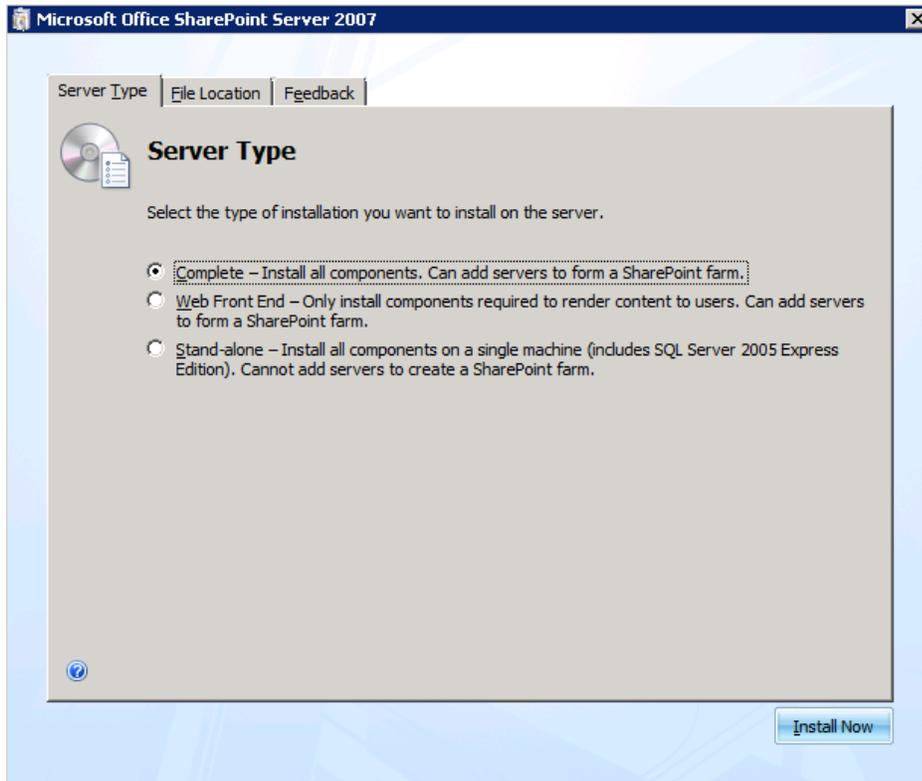
The following table shows which Server type to select based on required functionality:

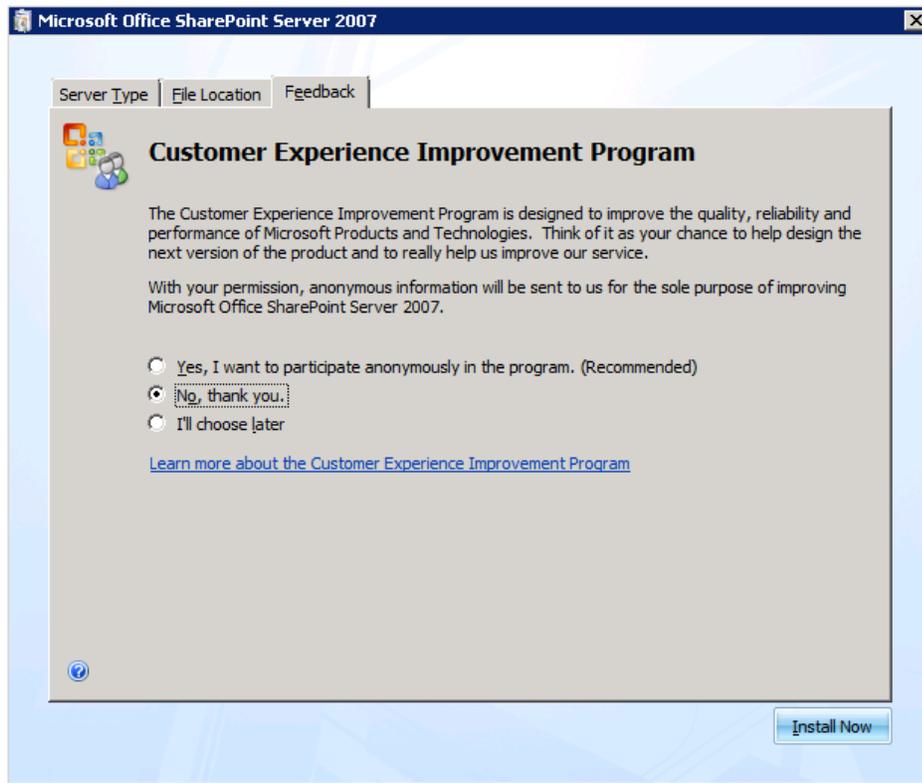
<http://technet.microsoft.com/en-us/library/cc262079.aspx>

Server type	Installation type
Central Administration Web application	Complete or front-end Web
Application server (such as Excel Calculation Services)	Complete
Search index server	Complete
Search query server	Complete
Web server	Complete or front-end Web (subsequent servers must join an existing farm)  <b>Note:</b>  If you choose the front-end Web installation option, you will not be able to run additional services, such as search, on the server.

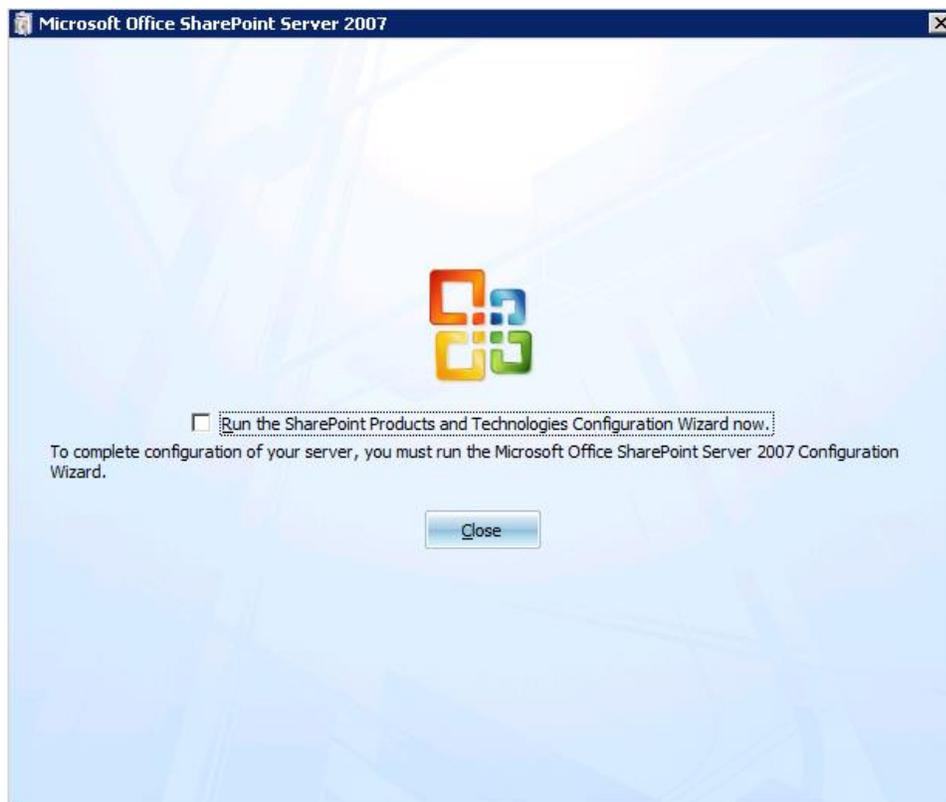
Step by step installation of SharePoint:

1. Start SharePoint installation process (MS Office SharePoint Server 2007 x64 with SP1).
2. Enter the product key and accept user agreement
3. Specify 'Complete' installation type for 'Server Type', leave defaults in File Location, optionally providing a different location for 'search index files' if you anticipate large growth and want to optimize indexing process performance, and select 'No participation' in Feedback if you like:



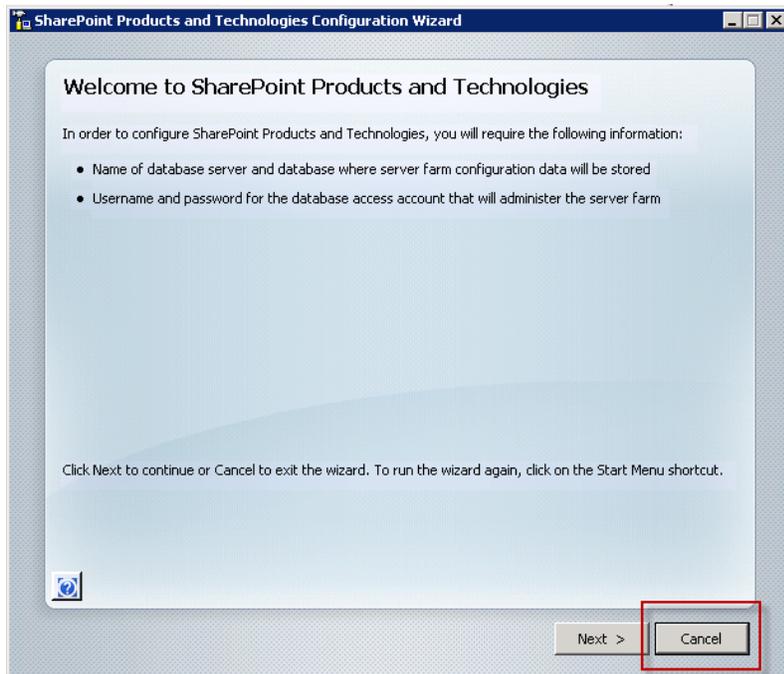


4. Click 'Install Now' and in the end of the installation make sure you uncheck 'Run the SP Configuration Wizard', and click on 'Close'.



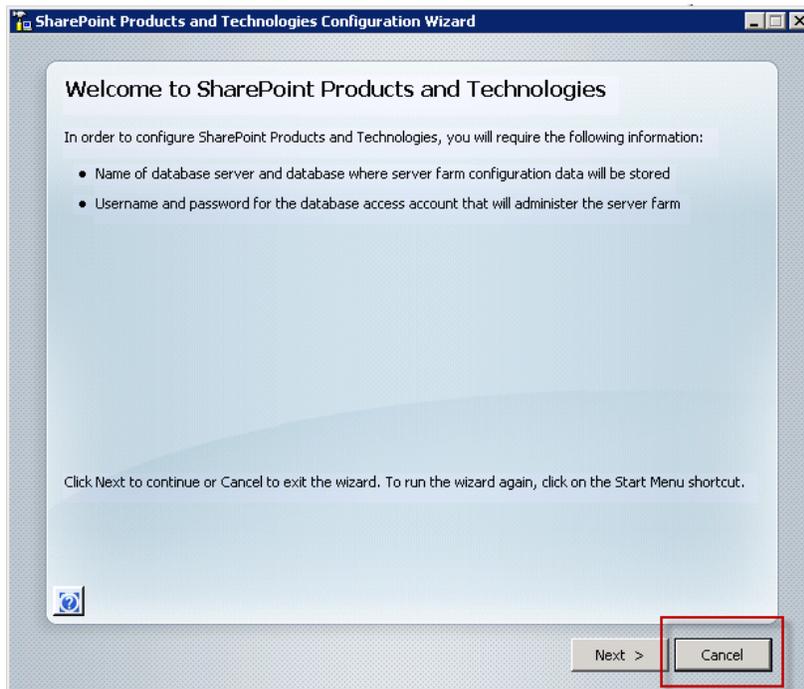
5. After installation is finished, install SP2 for Windows SharePoint Services (WSS) 3.0.  
Note: Please make sure you don't execute configuration wizard in the end. Press 'Cancel' in the first dialog of SP

## Configuration Wizard.



6. After that install SP2 for Office SharePoint Server.

Note: Please make sure you don't execute configuration wizard in the end. Press 'Cancel' in the first dialog of SP Configuration Wizard.



7. Optionally: It is mandatory to install all other SharePoint farm servers with MOSS 2007 with SP1, WSS 3.0 SP2 and MOSS 2007 SP2 before running 'Configuration Wizard'. Bringing all servers to the same service pack level. Especially it is required when installing new hot-fixes or new service packs in existing farms.

## Preparing databases

### Database Access Rights Requirements for SharePoint User Accounts

Deploy using DBA-created databases (MOSS 2007):

<http://technet.microsoft.com/en-us/library/cc262869.aspx>

Deploy using DBA-created databases (WSS):

<http://technet.microsoft.com/en-us/library/cc288606.aspx>

Setup user account	<p>The Setup user account is used to run the following:</p> <ul style="list-style-type: none"> <li>• Setup on each server</li> <li>• The SharePoint Products and Technologies Configuration Wizard</li> <li>• The PSConfig command-line tool</li> <li>• The Stsadm command-line tool</li> </ul>	<ul style="list-style-type: none"> <li>• Domain user account</li> <li>• Member of the Administrators group on each server on which Setup is run</li> <li>• SQL Server login on the computer running SQL Server</li> <li>• Member of the following SQL Server security roles: <ul style="list-style-type: none"> <li>• <b>securityadmin</b> fixed server role</li> <li>• <b>dbcreator</b> fixed server role</li> </ul> </li> </ul> <p>If you run Stsadm command-line tool commands that read from or write to a database, this account must be a member of the <b>db_owner</b> fixed database role for the database.</p>
Server farm account/Database access account	<p>The Server farm account is used to:</p> <ul style="list-style-type: none"> <li>• Act as the application pool identity for the SharePoint Central Administration application pool.</li> <li>• Run the Windows SharePoint Services Timer service.</li> </ul>	<ul style="list-style-type: none"> <li>• Domain user account.</li> <li>• If the server farm is a child farm with Web applications that consume shared services from a larger farm, this account must be a member of the <b>db_owner</b> fixed database role on the configuration database of the larger farm.</li> </ul> <p>Additional permissions are automatically granted for this account on Web servers and application servers that are joined to a server farm.</p> <p>This account is automatically added as a SQL Server login on the computer running SQL Server and added to the following SQL Server security roles:</p> <ul style="list-style-type: none"> <li>• <b>dbcreator</b> fixed server role</li> <li>• <b>securityadmin</b> fixed server role</li> <li>• <b>db_owner</b> fixed database role for all databases in the server farm</li> </ul>

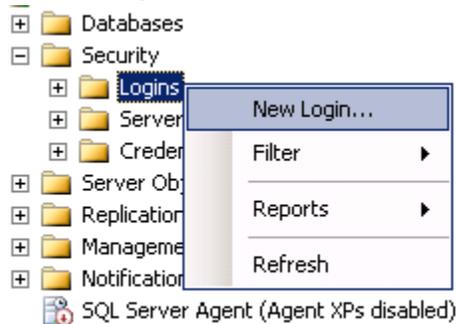
## Adding SQL Server Logins

In our particular case, make sure spadmin and spsearch accounts added to the following roles on SQL server:

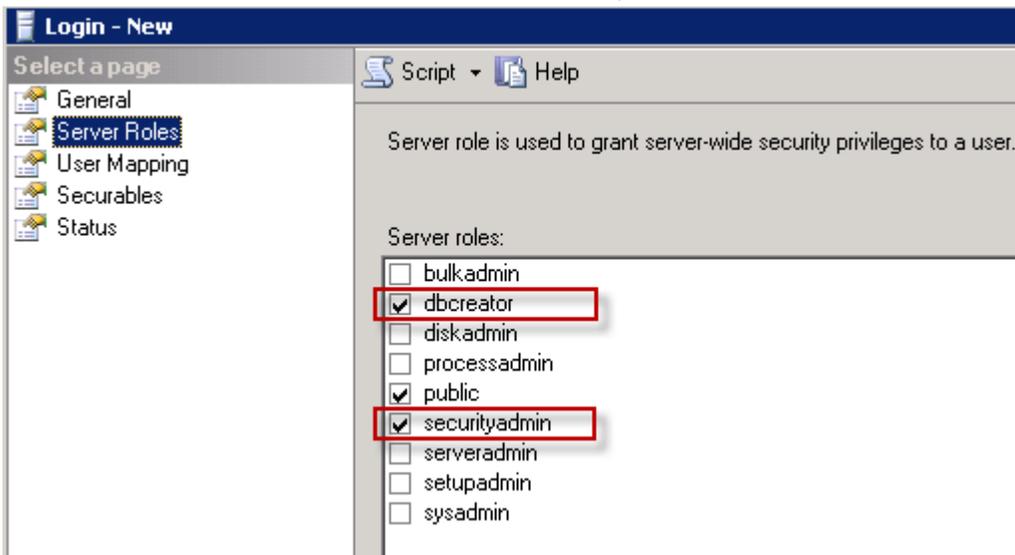
- dbcreator
- securityadmin

In order to do that, follow these steps:

1. Add spadmin domain account to Security Logins on SQL server:
  - a. Open SQL Server Management Studio, and navigate to Security – Logins. Right click on the group and select 'New Login...'



- b. In 'General' tab in 'Login name:' text box specify fully qualified domain name: 'DOMAIN\spadmin'
  - c. For 'Server Roles' tab select 'dbcreator' and 'securityadmin' roles



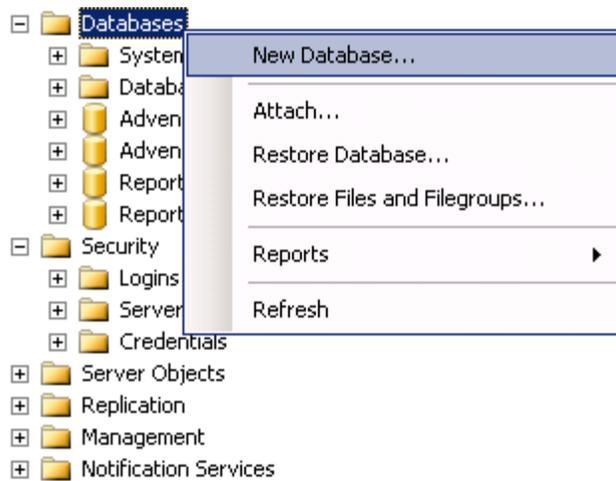
- d. Verify that all other default values are acceptable and click Ok to save the login.

## Creating New Databases

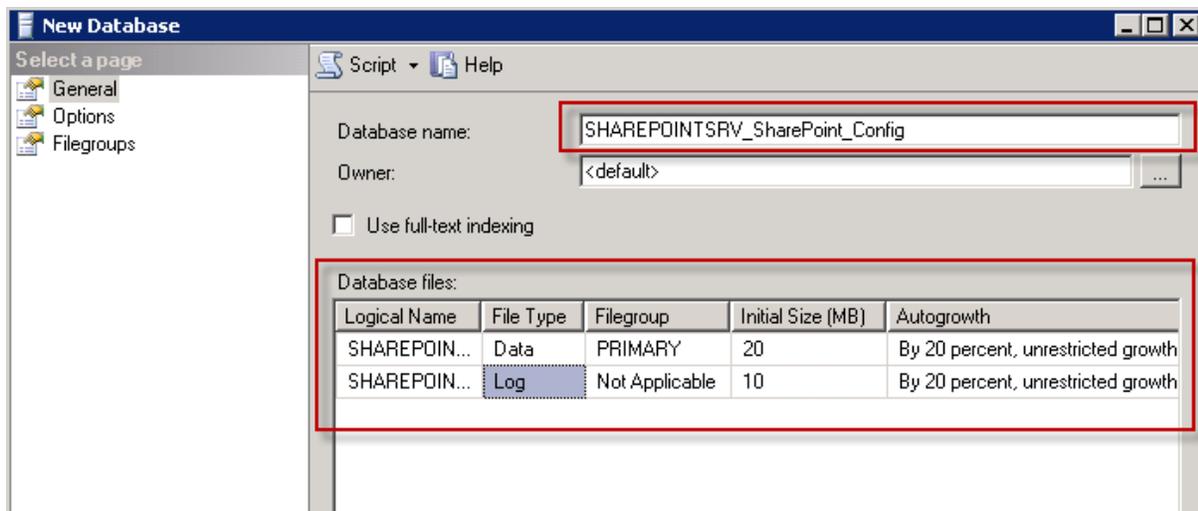
1. Create new databases:  
 SHAREPOINTSRV\_SharePoint\_Config and SHAREPOINTSRV\_SharePoint\_AdminContent

Make sure you specify: **LATIN1\_General\_CI\_AS\_KS\_WS** collation (**Case-Insensitive, Accent-Sensitive, Kana-Sensitive, and Width-Sensitive** – this way it ensures consistency of file names with the Windows OS).

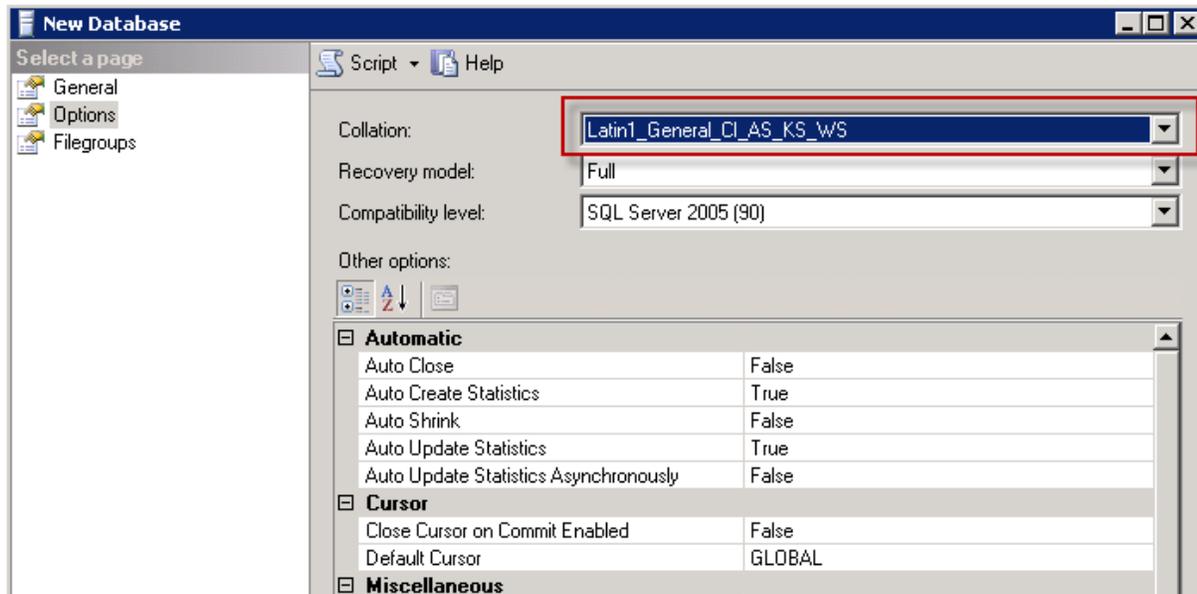
From SQL Server Management Studio select 'Databases' group. Right click on the group and select 'New Database...'



Specify database name, size and growth options in General tab. Provide database growth settings most appropriate for size of your content.



In 'Options' tab specify collation LATIN1\_General\_CI\_AS\_KS\_WS:

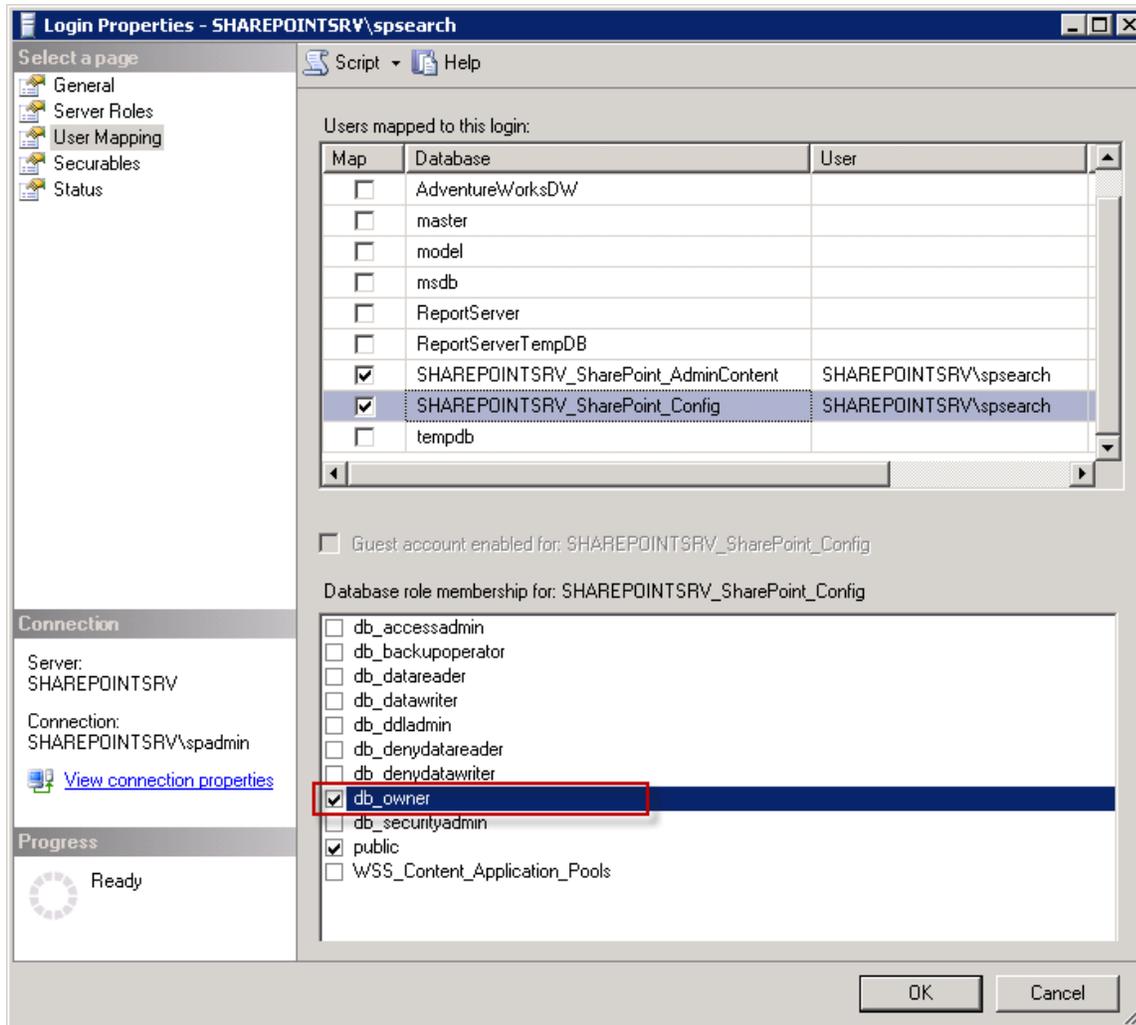


Verify the rest of the settings for the database, and click 'OK' to create new database.

### *Granting db\_owner Rights on Databases*

- After you created the above databases make sure you add spadmin and spsearch users to the databases and add them to database db\_owner role.  
In order to do that, in SQL Management Studio navigate to Security – Logins group. Right click on the login and select Properties. Then in Properties dialog in 'User Mapping' select 'Map' for appropriate databases and

additionally to automatically selected public role, select 'db\_owner' role.



## Configure SharePoint Environment with PSCONFIG

- For convenience add 12-hive bin path to System environment variables. (Control Panel – System – Advanced System Settings – Environment Variables...) Add this path to system PATH: C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\12\BIN\  
This way you would not have to type full path to SharePoint command prompt tools, such as psconfig or stsadm

- In the next step we are going to execute psconfig command. Here is inline help from psconfig command showing list of available commands and syntax to the command which is about to be executed.

```

C:\>psconfig -help configdb
Copyright (C) Microsoft Corporation 2005. All rights reserved.ion 12.0.6413.1000
PSCONFIG.EXE -cmd configdb
    [-create]
    [-disconnect]
    [-connect]
    [-server <SqlServerName>]
    [-database <SqlDatabaseName>]
    [-dbuser <value>]
    [-dbpassword <value>]
    [-user <Domain\User>]
    [-password <Password>]
    [-addomain <value>]
    [-adorgunit <value>]
    [-admincontentdatabase <SqlAdminContentDatabaseName>]

Creates, connects, or disconnects this server from the server farm.

create: Creates a new configuration database and thus establishes a new server farm. If this server is already connected to a configuration database, the server will be disconnected first, then the new configuration database will be created.

disconnect: Disconnects this server from the configuration database and thus disconnects this server from the server farm.

connect: Connects to an existing configuration database and thus joins this server to an existing server farm. If this server is already connected to a configuration database, the server will be disconnected first, then connected to the existing configuration database.

server: The SQL server where the configuration database is located.

database: The configuration database name.

dbuser: The SQL server user name used for SQL authentication.

dbpassword: The SQL server password used for SQL authentication.

user: Server farm administrator user account.

password: Server farm administrator user account password.

addomain: Active Directory domain name used for the server farm.

adorgunit: Active Directory organization unit name used for the server farm.

admincontentdatabase: The Central Administration Web Application content database name.

C:\>_

```

- Run psconfig command:  
psconfig -cmd configdb -create -server SHAREPOINTSrv -database SHAREPOINTSrv\_SharePoint\_Config -user SHAREPOINTSrv\spadmin -password "P@ssw0rd1" -admincontentdatabase SHAREPOINTSrv\_SharePoint\_AdminContent  
More information on psconfig:  
<http://technet.microsoft.com/en-us/library/cc263093.aspx>  
<http://blogs.msdn.com/krichie/archive/2006/10/30/psconfig-for-wss-3-0-and-moss-2007-is-your-friend.aspx>

## Running SharePoint Configuration Wizard

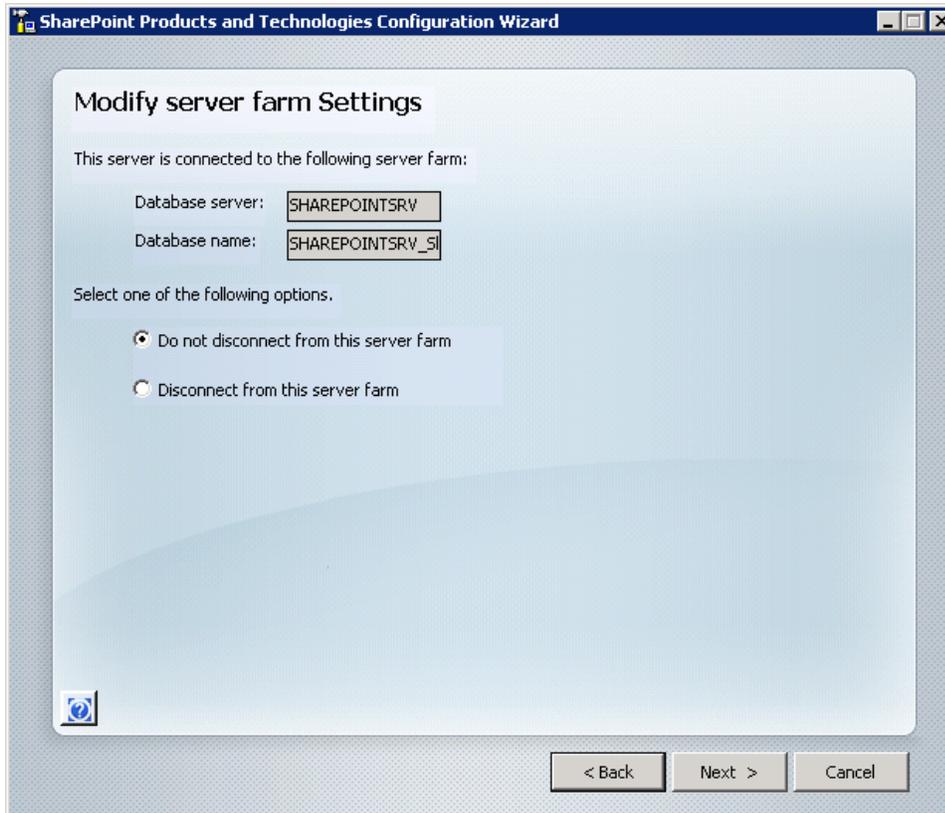
1. Start SharePoint Configuration Wizard: (Control Panel – Administrative Tools - SharePoint Products and Technologies Configuration Wizard)



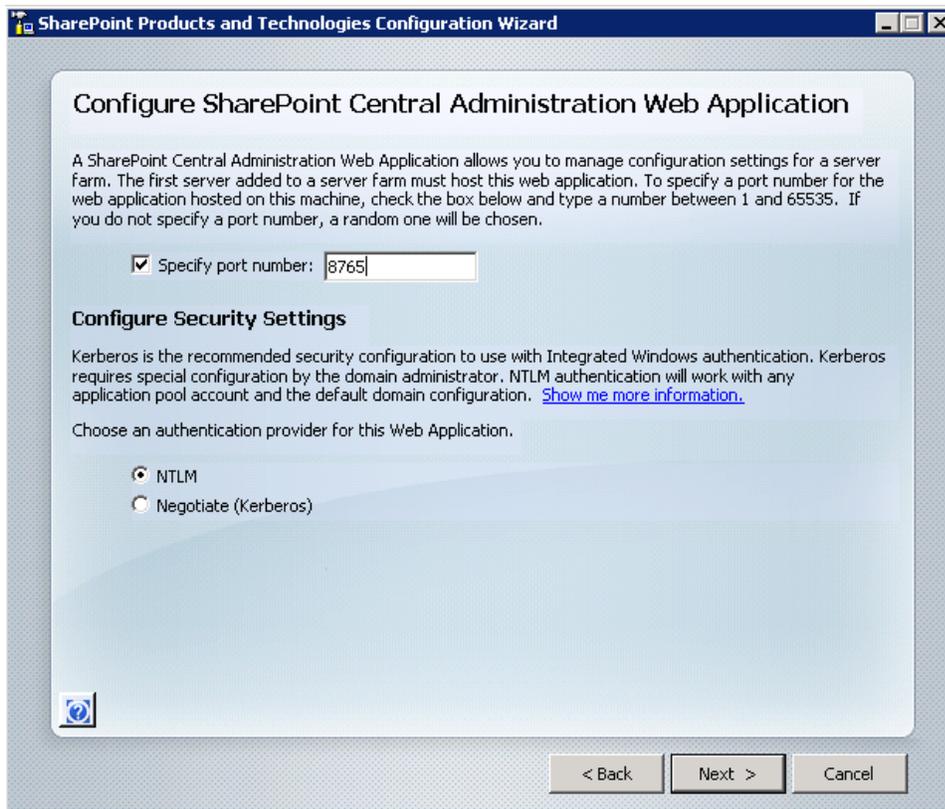
2. Agree to restart related services:



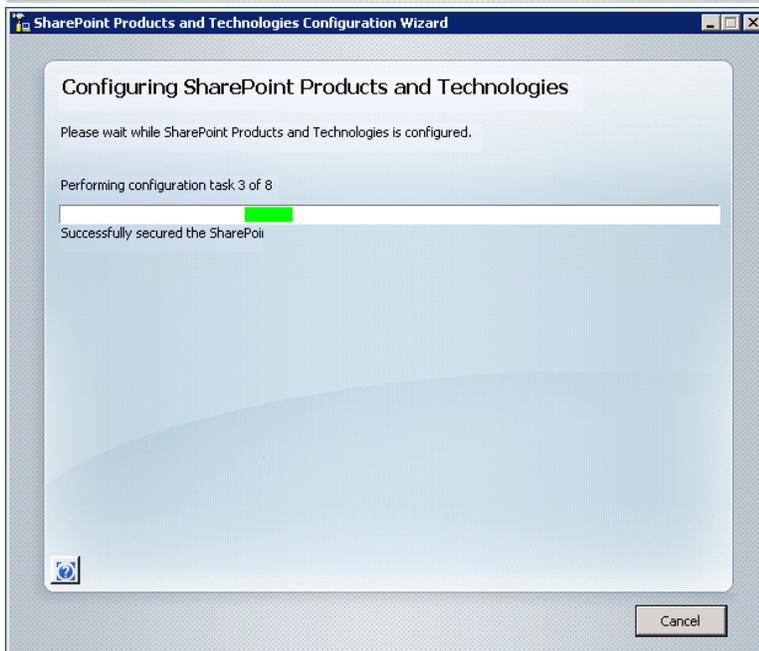
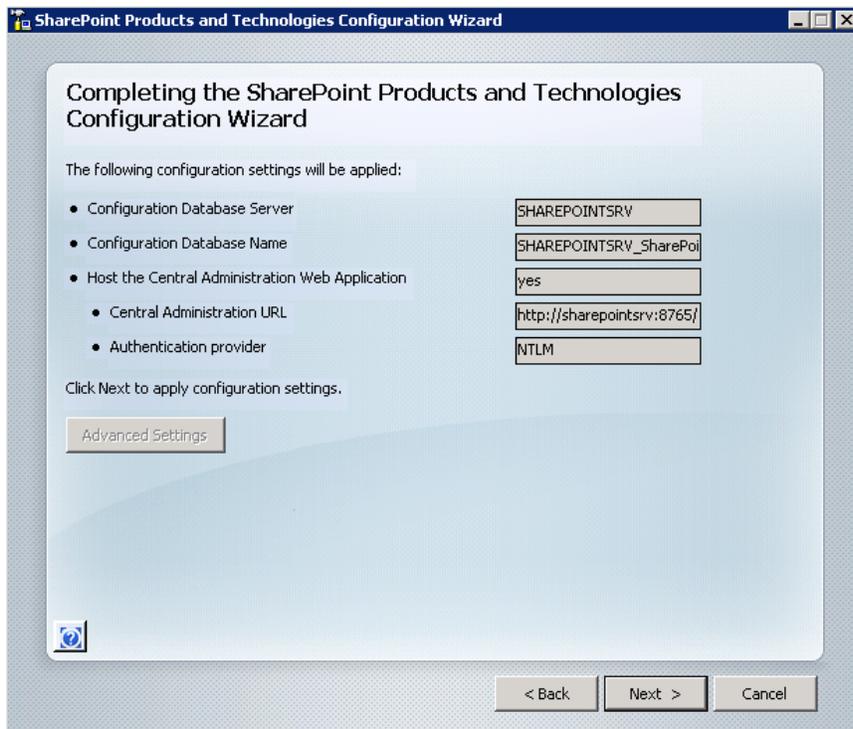
3. Leave selection as is 'Do not disconnect from this server farm'



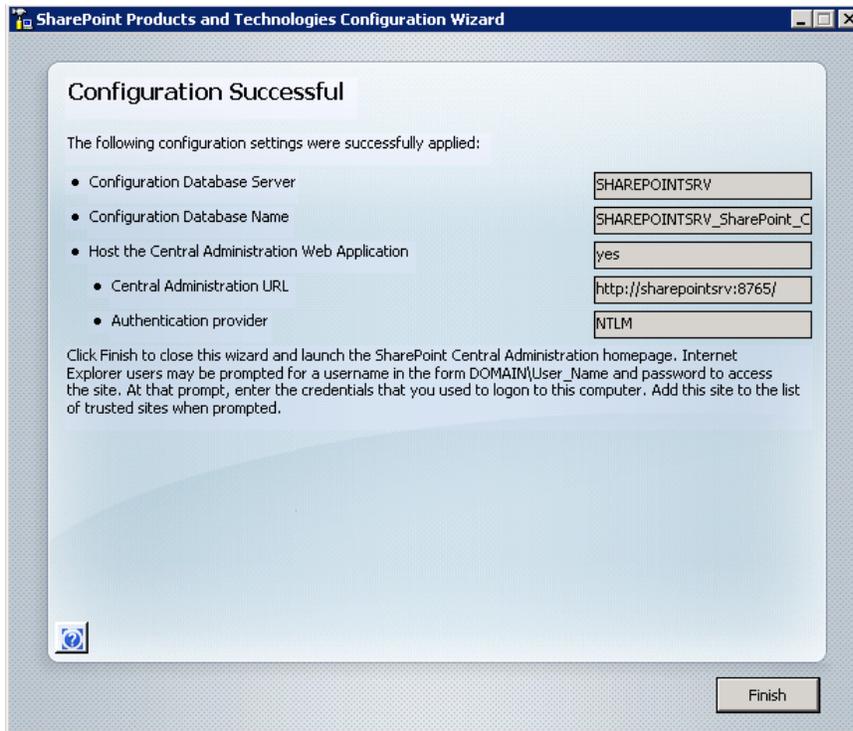
4. Specify settings for Central Administration web application - port number and authentication provider (NTLM or Kerberos)



## 5. Confirm final settings and click Next.



6. After the wizard you should see successful completion screen. Click Finish.



## Configuring SharePoint Services

1. Open SharePoint Central Administration (Control Panel – Administrative Tools - SharePoint 3.0 Central Administration)

Open Services in Central Administration (Operations tab – Services on Server)

Central Administration > Operations > Services on Server

Services on Server: SHAREPOINTSrv

Complete all steps below

- Server: **SHAREPOINTSrv**
- Select server role to display services you will need to start in the table below.
  - Single Server or Web Server for small server farms: All services run on this server
  - Web Server for medium server farms: Web application and Search Query services run on this server
  - Search Indexing: Search Indexing service runs on this server
  - Excel Calculation: Excel Calculation service runs on this server
  - Custom: Services you choose run on this server
- Start services in the table below:

Service	Comment	Status	Action
Document Conversions Launcher Service		Stopped	Start
Document Conversions Load Balancer Service		Stopped	Start
Excel Calculation Services	Required on Farm, not running	Stopped	Start
Office SharePoint Server Search	Required on Farm, not running	Stopped	Start
Windows SharePoint Services Search	Required on Farm, not running	Stopped	Start
Windows SharePoint Services Web Application		Started	Stop

When finished, return to the Central Administration home page

## 2. Click 'Start' for 'Windows SharePoint Services Search' Specify the following settings for WSS Search Service

Central Administration Welcome System Account |

Central Administration Site Actions ▾

Home **Operations** Application Management

Central Administration > Operations > Services on Server > Windows SharePoint Services Search Service Settings

## Configure Windows SharePoint Services Search Service Settings on server SHAREPOINTSRV

Use this page to configure Windows SharePoint Services Search Service Settings.

**Warning: this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.**

See [administrator task list](#) for more information

**Server Farm Configuration Not Complete**

View All Site Content

**Central Administration**

- Operations
- Application Management

**Shared Services Administration**

- Recycle Bin

**Service Account**

The search service will run using this account.

The search service account must not be a built-in account in order to access the database. Examples of built-in accounts are Local Service and Network Service.

User name:

Password:

**Content Access Account**

The search service will access all content using this account.

The account will be added to the Full Read policy, giving it read-only access to all content.

For proper search functionality and information security, do not use an administrator account, and do not use accounts that can modify content.

User name:

Password:

**Search Database**

Use of the default database server and database name is recommended for most cases. Refer to the administrator's guide for advanced scenarios where specifying database information is required.

Use of Windows authentication is strongly recommended. To use SQL authentication, specify the credentials which will be used to connect to the database.

Database Server:

Database Name:

Database authentication:

Windows authentication (recommended)

SQL authentication

Account:

Password:

**Indexing Schedule**

Configure the indexing Schedule.

Indexing schedule:

Every  Minutes

Hourly between  and  minutes past the hour

Daily

Between   and

- Click 'Start' on 'Office SharePoint Search', and specify the following settings.

Home Operations Application Management Site Actions

Central Administration > Operations > Services on Server > Office SharePoint Server Search Service Settings

## Configure Office SharePoint Server Search Service Settings on server SHAREPOINTSrv

Use this page to configure Office SharePoint Server Search Service Settings.

**Warning: this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.**

**Server Farm Configuration Not Complete**

See [administrator task list](#) for more information

View All Site Content

Central Administration

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Shared Services Administration

- Recycle Bin

**Query and Indexing**

Use this option to specify if you want to use this server for search queries or indexing or both.

Use this server for indexing content

Use this server for serving search queries

**Contact E-mail Address**

Specify an e-mail address that external site administrators can contact if problems arise when their site is being crawled. This setting applies to all servers in the farm.

E-mail Address:   
Example: someone@example.com

**Farm Search Service Account**

The search service will run using this account. Setting or changing this account affects all index and query servers in the server farm.

User name:   
Password:

The farm search service account must not be a built-in account for security reasons and for it to access the database and content index. Examples of built-in accounts are Local Service and Network Service.

**Index Server Default File Location**

The search index will be located at this path by default on this server. For index servers, you can specify a different path when you create a Shared Services Provider. To change this index file location for an existing Shared Services Provider, use the command stsadm.exe -o editssp.

Default index file location:

**Indexer Performance**

Indexing information can place a large load on the local SQL Server database and might slow down the responsiveness of the local SharePoint sites. However, reducing the maximum allowed indexing activity will slow down the speed at which items are indexed, and therefore might cause search results to be outdated. Use information about the local server load to select the appropriate indexer performance level.

Reduced

Partly reduced

Maximum

**Web Front End And Crawling**

Use this option to specify a dedicated web front end for crawling. Crawling through a dedicated web front end will reduce the impact of crawling on the other web front ends in the farm.

Use all web front end computers for crawling

Use a dedicated web front end computer for crawling

If your index server is not running other shared services, it is recommended to enable the web front end role on this computer and use it as the dedicated web front end for crawling.

If your index server is also running the Excel Calculation service or other shared services, select no dedicated web front end for crawling. Otherwise, these services may not work as expected.

Start Cancel

- Open Services in Central Administration (Operations tab – Services on Server). Click 'Start' on 'Excel Calculation Services'

## Creating Web Application and Site Collection

- Open SharePoint Central Administration (Control Panel – Administrative Tools - SharePoint 3.0 Central Administration)

Navigate to 'Application Management' tab, and click on 'Create or extend Web application':

Application Management - Windows Internet Explorer

http://sharepointsrv:8765/\_admin/applications.aspx

Central Administration

Welcome System Account

Home Operations **Application Management** Site Actions

Central Administration > Application Management

## Application Management

This page contains links to pages that help you configure settings for applications and components that are installed on the server or server farm.

**Server Farm Configuration Not Complete**

See [administrator task list](#) for more information

View All Site Content

**Central Administration**

- Operations
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**Shared Services Administration**

Recycle Bin

**SharePoint Web Application Management**

- Create or extend Web application
- Remove SharePoint from IIS Web site
- Delete Web application
- Define managed paths
- Web application outgoing e-mail settings
- Web application general settings
- Content databases
- Manage Web application features
- Web application list

**Office SharePoint Server Shared Services**

- Create or configure this farm's shared services
- Grant or configure shared services between farms
- Check services enabled in this farm
- Configure session state

**SharePoint Site Management**

- Create site collection
- Delete site collection
- Site use confirmation and deletion
- Quota templates
- Site collection quotas and locks
- Site collection administrators
- Site collection list

**Application Security**

- Security for Web Part pages
- Self-service site management
- User permissions for Web application
- Policy for Web application
- Authentication providers

**Search**

- Manage search service

**Workflow Management**

- Workflow settings

## 2. Choose to 'Create New Application'

The screenshot shows the Central Administration console interface. At the top, it says 'Central Administration' and 'Welcome System Account'. The navigation menu includes 'Home', 'Operations', and 'Application Management'. The main content area is titled 'Create or Extend Web Application' and contains the following text:

Use this page to create a new Windows SharePoint Services application or to extend an existing application to another IIS Web Site. [Learn about creating or extending Web applications.](#)

**Adding a SharePoint Web Application**  
 Creating a new Web application is the most common option. When creating a new SharePoint Web application, you create a new database to store data, and define the authentication method used to connect the SharePoint application to that database.

Choose Extend an existing web application if you need to have separate IIS Web Sites that expose the same content to users. This is typically used for extranet deployments where different users access content using different domains. This option will reuse the content database from an existing Web application.

On the right side of the page, there are two options: [Create a new Web application](#) and [Extend an existing Web application](#).

On the left sidebar, there is a warning: **Server Farm Configuration Not Complete**. Below this, there are links for 'View All Site Content', 'Central Administration', 'Operations', 'Application Management', 'Shared Services Administration', and 'Recycle Bin'.

3. Specify the following setting for the application: leaving default port 80, NTLM, No anonymous users, no SSL, SHAREPOINTSrv\spadmin account and its password as Application pool account credentials, and SHAREPOINTSrv\_SharePoint\_80\_Content as a content database. Additionally select to restart IIS automatically.

Central Administration Welcome System Account |

**Central Administration**

Home Operations **Application Management** Site Actions ▾

Central Administration > Application Management > Create or Extend Web Application > Create New Web Application

## Create New Web Application

Use this page to create a new Windows SharePoint Services Web application. [Learn about creating or extending Web applications.](#)

**Warning: this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.**

**Server Farm Configuration Not Complete**

See [administrator task list](#) for more information

[View All Site Content](#)

**Central Administration**

- Operations
- **Application Management**

**Shared Services Administration**

[Recycle Bin](#)

**IIS Web Site**

Choose between using an existing IIS web site or create a new one to serve the Windows SharePoint Services application.

If you select an existing IIS web site, that web site must exist on all servers in the farm and have the same description, or this action will not succeed.

If you opt to create a new IIS web site, it will be automatically created on all servers in the farm. If an IIS setting that you wish to change is not shown here, you can use this option to create the basic site, then update it using the standard IIS tools.

Use an existing IIS web site

Default Web Site ▾

Create a new IIS web site

Description

SharePoint - 80

Port

80

Host Header

Path

C:\inetpub\wwwroot\wss\VirtualDirecto

**Security Configuration**

Kerberos is the recommended security configuration to use with Integrated Windows authentication. Kerberos requires the application pool account to be Network Service or special configuration by the domain administrator. NTLM authentication will work with any application pool account and the default domain configuration.

If you choose to use Secure Sockets Layer (SSL), you must add the certificate on each server using the IIS administration tools. Until this is done, the web application will be inaccessible from this IIS Web Site.

Authentication provider:

Negotiate (Kerberos)

NTLM

Allow Anonymous:

Yes

No

Use Secure Sockets Layer (SSL):

Yes

No

**Load Balanced URL**

The load balanced URL is the domain name for all sites users will access in this SharePoint Web application. This URL domain will be used in all links shown on pages within the web application. By default, it is set to the current servername and port. <http://go.microsoft.com/fwlink/?LinkId=114854>

URL

http://SHAREPOINTSRV:80/

Zone

Default ▾

**Application Pool**

Choose the application pool to use for the new web application. This defines the account and credentials that will be used by this service.

You can choose an existing application pool or create a new one.

Use existing application pool

Classic .NET AppPool (Network Service)

Create new application pool

Application pool name

SharePoint - 80

Select a security account for this application pool

Predefined

Network Service

Configurable

User name

SHAREPOINTSRV\spadmin

Password

••••••••••••••••

**Reset Internet Information Services**

Use this section to allow SharePoint to restart IIS on other farm servers. The local server must be restarted manually for the process to complete. If this option is not selected and you have more than one server in the farm, you must wait until the IIS web site is created on all servers, and then run "isreset /noforce" on each Web server. The new IIS site will not be usable until that is completed.

Restart IIS Automatically

Restart IIS Manually

**Database Name and Authentication**

Use of the default database server and database name is recommended for most cases. Refer to the administrator's guide for advanced scenarios where specifying database information is required.

Use of Windows authentication is strongly recommended. To use SQL authentication, specify the credentials which will be used to connect to the database.

Database Server

SHAREPOINTSRV

Database Name

SHAREPOINTSRV\_SharePoint\_80\_Conte

Database authentication

Windows authentication (recommended)

SQL authentication

Account

Password

**Search Server**

Search service is provided by:  
Office SharePoint Server Search

OK

Cancel

## 4. After the application created you should see a confirmation screen similar to this

The screenshot shows the Central Administration console. The breadcrumb trail is: Central Administration > Application Management > Create or Extend Web Application > Create New Web Application > Application Created. The main heading is 'Application Created'. The text states: 'The Windows SharePoint Services Web application has been created. If this is the first time that you have used this application pool with a SharePoint Web application, you must wait until the Internet Information Services (IIS) Web site has been created on all servers. By default, no new SharePoint site collections are created with the Web application. To create a new site collection, go to the [Create Site Collection](#) page. To finish creating the new IIS Web site, you must run "iisreset /noforce" on the local server.'

On the left sidebar, there is a warning icon and the text 'Server Farm Configuration Not Complete'. Below this, it says 'See [administrator task list](#) for more information'. The sidebar also contains links for 'View All Site Content', 'Central Administration' (with sub-links for Operations and Application Management), 'Shared Services Administration', and 'Recycle Bin'.

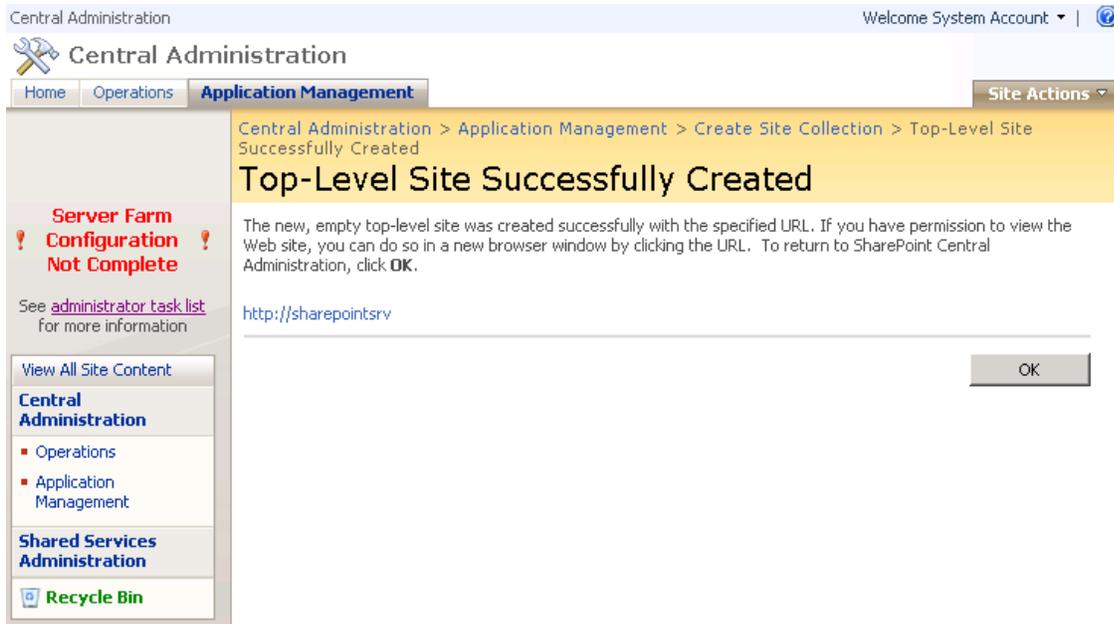
## 5. Next step is to create a new site collection – click on 'Create Site Collection' in the confirmation screen, or do it from Central Administration – Application Management tab – Create Site Collection

The screenshot shows the 'Create Site Collection' configuration page in Central Administration. The breadcrumb trail is: Central Administration > Application Management > Create Site Collection. The main heading is 'Create Site Collection'. The text says: 'Use this page to create a new top-level Web site.'

The page is divided into several sections:

- Web Application:** Select a Web application. The dropdown menu shows 'http://sharepointsv/'.
- Title and Description:** Type a title and description for your new site. The title will be displayed on each page in the site. The title field contains 'Home' and the description dropdown contains 'Home Site'.
- Web Site Address:** Specify the URL name and URL path to create a new site, or choose to create a site at a specific path. The URL dropdown contains 'http://sharepointsv/'.
- Template Selection:** Select a template. The 'Collaboration' tab is selected, and the 'Team Site' template is chosen from the list. A description for the Team Site is provided: 'A site for teams to quickly organize, author, and share information. It provides a document library, and lists for managing announcements, calendar items, tasks, and discussions.'
- Primary Site Collection Administrator:** Specify the administrator for this Web site collection. The user name field contains 'spadmin'.
- Secondary Site Collection Administrator:** Specify the secondary administrator for this Web site collection. The user name field contains 'spsearch'.
- Quota Template:** Select a predefined quota template to limit resources used for this site collection. The 'No Quota' template is selected. Below this, there are fields for 'Storage limit' and 'Number of invited users'.

At the bottom right, there are 'OK' and 'Cancel' buttons.



6. Navigate to <http://sharepointsrv/> in a browser to verify that the site is working.

## Configuring Shared Services Provider

1. Open Central Administration and navigate to 'Application Management tab' – 'Create or configure this farm's shared services'

## 2. Select to create a new web application to host SSP:

Central Administration

Welcome System Account

Central Administration

Home Operations Application Management Site Actions

Central Administration > Application Management > Create or Extend Web Application > Create New Web Application

## Create New Web Application

Use this page to create a new Windows SharePoint Services Web application. [Learn about creating or extending Web applications.](#)

**Warning:** this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.

OK Cancel

**Server Farm Configuration Not Complete**

See [administrator task list](#) for more information

View All Site Content

Central Administration

- Operations
- Application Management

Shared Services Administration

Recycle Bin

**IIS Web Site**

Choose between using an existing IIS web site or create a new one to serve the Windows SharePoint Services application.

If you select an existing IIS web site, that web site must exist on all servers in the farm and have the same description, or this action will not succeed.

If you opt to create a new IIS web site, it will be automatically created on all servers in the farm. If an IIS setting that you wish to change is not shown here, you can use this option to create the basic site, then update it using the standard IIS tools.

Use an existing IIS web site

Default Web Site

Create a new IIS web site

Description

SharePoint - 90

Port

90

Host Header

Path

C:\inetpub\wwwroot\wss\VirtualDirect

**Security Configuration**

Kerberos is the recommended security configuration to use with Integrated Windows authentication. Kerberos requires the application pool account to be Network Service or special configuration by the domain administrator. NTLM authentication will work with any application pool account and the default domain configuration.

If you choose to use Secure Sockets Layer (SSL), you must add the certificate on each server using the IIS administration tools. Until this is done, the web application will be inaccessible from this IIS Web Site.

Authentication provider:

Negotiate (Kerberos)

NTLM

Allow Anonymous:

Yes

No

Use Secure Sockets Layer (SSL):

Yes

No

**Load Balanced URL**

The load balanced URL is the domain name for all sites users will access in this SharePoint Web application. This URL domain will be used in all links shown on pages within the web application. By default, it is set to the current servername and port. <http://go.microsoft.com/fwlink/?LinkId=114854>

URL

http://SHAREPOINTSrv:90

Zone

Default

**Application Pool**

Choose the application pool to use for the new web application. This defines the account and credentials that will be used by this service.

You can choose an existing application pool or create a new one.

Use existing application pool

Classic .NET AppPool (Network Service)

Create new application pool

Application pool name

SharePoint - 90

Select a security account for this application pool

Predefined

Network Service

Configurable

User name

spsearch

Password

••••••••••

Restart IIS Automatically

Restart IIS Manually

**Reset Internet Information Services**

Use this section to allow SharePoint to restart IIS on other farm servers. The local server must be restarted manually for the process to complete. If this option is not selected and you have more than one server in the farm, you must wait until the IIS web site is created on all servers, and then run "iisreset /noforce" on each Web server. The new IIS site will not be usable until that is completed.

**Database Name and Authentication**

Use of the default database server and database name is recommended for most cases. Refer to the administrator's guide for advanced scenarios where specifying database information is required.

Use of Windows authentication is strongly recommended. To use SQL authentication, specify the credentials which will be used to connect to the database.

Database Server

SHAREPOINTSrv

Database Name

REPOINTSrv\_SharePoint\_90\_Content

Database authentication

Windows authentication (recommended)

SQL authentication

Account

Password

**Search Server**

Search service is provided by:  
Office SharePoint Server Search

OK Cancel

## 3. Create a new web application to host 'My Site':

Central Administration Welcome System Account

Central Administration Site Actions

Home Operations **Application Management**

Central Administration > Application Management > Create or Extend Web Application > Create New Web Application

## Create New Web Application

Use this page to create a new Windows SharePoint Services Web application. [Learn about creating or extending Web applications.](#)

**Warning:** this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.

**Server Farm Configuration Not Complete**

See [administrator task list](#) for more information

[View All Site Content](#)

**Central Administration**

- Operations
- Application Management

**Shared Services Administration**

[Recycle Bin](#)

### IIS Web Site

Choose between using an existing IIS web site or create a new one to serve the Windows SharePoint Services application.

If you select an existing IIS web site, that web site must exist on all servers in the farm and have the same description, or this action will not succeed.

If you opt to create a new IIS web site, it will be automatically created on all servers in the farm. If an IIS setting that you wish to change is not shown here, you can use this option to create the basic site, then update it using the standard IIS tools.

Use an existing IIS web site  
Default Web Site

Create a new IIS web site

Description:

Port:

Host Header:

Path:

---

### Security Configuration

Kerberos is the recommended security configuration to use with Integrated Windows authentication. Kerberos requires the application pool account to be Network Service or special configuration by the domain administrator. NTLM authentication will work with any application pool account and the default domain configuration.

If you choose to use Secure Sockets Layer (SSL), you must add the certificate on each server using the IIS administration tools. Until this is done, the web application will be inaccessible from this IIS Web Site.

Authentication provider:

Negotiate (Kerberos)

NTLM

Allow Anonymous:

Yes

No

Use Secure Sockets Layer (SSL):

Yes

No

---

### Load Balanced URL

The load balanced URL is the domain name for all sites users will access in this SharePoint Web application. This URL domain will be used in all links shown on pages within the web application. By default, it is set to the current servername and port.  
<http://go.microsoft.com/fwlink/?LinkId=114854>

URL:

Zone:

---

### Application Pool

Choose the application pool to use for the new web application. This defines the account and credentials that will be used by this service.

You can choose an existing application pool or create a new one.

Use existing application pool  
Classic .NET AppPool (Network Service)

Create new application pool

Application pool name:

Select a security account for this application pool

Predefined  
Network Service

Configurable

User name:

Password:

---

### Reset Internet Information Services

Use this section to allow SharePoint to restart IIS on other farm servers. The local server must be restarted manually for the process to complete. If this option is not selected and you have more than one server in the farm, you must wait until the IIS web site is created on all servers, and then run "iisreset /noforce" on each Web server. The new IIS site will not be usable until that is completed.

Restart IIS Automatically

Restart IIS Manually

---

### Database Name and Authentication

Use of the default database server and database name is recommended for most cases. Refer to the administrator's guide for advanced scenarios where specifying database information is required.

Use of Windows authentication is strongly recommended. To use SQL authentication, specify the credentials which will be used to connect to the database.

Database Server:

Database Name:

Database authentication:

Windows authentication (recommended)

SQL authentication

Account:

Password:

---

### Search Server

Search service is provided by:  
Office SharePoint Server Search

## 4. Configure new SSP:

Home Operations **Application Management** Site Actions

Central Administration > Application Management > Manage this Farm's Shared Services > New Shared Services Provider

## New Shared Services Provider

The Shared Services Provider (SSP) is the set of resources such as databases, the admin site, and Web service hosting used by shared services.

**Warning:** this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.  
This page contains one or more errors. Fix the following before continuing:

- You must specify a value for this required field.

OK Cancel

<p><b>SSP Name</b></p> <p>Specify a unique, descriptive name for this Shared Services Provider. This name will be used to identify this SSP in administration pages.</p>	<p>SSP Name</p> <input type="text" value="SharedServices"/>
<p>A Web application is required for the SSP administration site. Select an existing Web application from the list or click "Create a new Web application". Note: For server farm installations, the selected Web application cannot have an application pool that uses Network Service as its process account.</p> <p>Users will be able to navigate to the SSP administration site by typing this Web site address (URL) into their browsers.</p>	<p>Web application</p> <input type="text" value="SharePoint - 90"/> <p><a href="#">Create a new Web application</a></p> <p>SSP Administration Site URL</p> <input type="text" value="http://sharepointsrv:90/ssp/admin"/>
<p><b>My Site Location</b></p> <p>A Web application is required for My Sites. This Web application will be used to host personal sites and profile pages. To use an existing Web application, select from the Web applications in the drop down list. If a new Web application is needed, select the "Create a new Web application" link. We recommend using a different Web application than the one used for the SSP administration site, so that you can backup and restore My Sites independently.</p> <p>To host My Sites at a location other than the root, change the Relative URL.</p>	<p>Web application</p> <input type="text" value="SharePoint - 88"/> <p><a href="#">Create a new Web application</a></p> <p>My Site Location URL</p> <input type="text" value="http://sharepointsrv:88/"/> <p>Relative URL</p> <input type="text" value="/"/>
<p><b>SSP Service Credentials</b></p> <p>Specify the credentials for the SSP Web services to use for inter-server communication and for running SSP-scoped timer jobs.</p>	<p>Username</p> <input type="text" value="spsearch"/> <p>Password</p> <input type="password" value="*****"/>
<p><b>SSP Database</b></p> <p>Each SSP requires a database for service specific data.</p> <p>Use of the default database server and database name is recommended for most cases. Refer to the Office SharePoint Server TechCenter on TechNet for advanced scenarios where specifying database information is required.</p> <p>Use of Windows authentication is strongly recommended. To use SQL authentication, specify the credentials that will be used to connect to the SSP Database.</p>	<p>Database Server</p> <input type="text" value="SHAREPOINTSrv"/> <p>Database Name</p> <input type="text" value="SHAREPOINTSrv_SSP_Content"/> <p>Database authentication</p> <p><input checked="" type="radio"/> Windows authentication (recommended)</p> <p><input type="radio"/> SQL authentication</p> <p>Account</p> <input type="text"/> <p>Password</p> <input type="password"/>
<p><b>Search Database</b></p> <p>In addition to the SSP database, a separate database is required for frequently changing search related data.</p> <p>Use of the default database server and database name is recommended for most cases. Refer to the Office SharePoint Server TechCenter on TechNet for advanced scenarios where specifying database information is required.</p> <p>Use of Windows authentication is strongly recommended. To use SQL authentication, specify the credentials that will be used to connect to the SSP Database.</p>	<p>Database Server</p> <input type="text" value="SHAREPOINTSrv"/> <p>Database Name</p> <input type="text" value="SHAREPOINTSrv_SSP_Search"/> <p>Database authentication</p> <p><input checked="" type="radio"/> Windows authentication (recommended)</p> <p><input type="radio"/> SQL authentication</p> <p>Account</p> <input type="text"/> <p>Password</p> <input type="password"/>
<p><b>Index Server</b></p> <p>Select the index server which will crawl content in all Web applications associated with this SSP.</p> <p>Specify the path on the index server where the indexes will be located.</p> <p><b>Note:</b> Changing the index server will reset the index. To move the index without a reset STSAdm must be used.</p>	<p>Index Server</p> <input type="text" value="SHAREPOINTSrv"/> <p>Path for index file location</p> <input type="text" value="s:\12.0\Data\Office_Server\Applications"/>
<p><b>SSL for Web Services</b></p> <p>Use Secure Sockets Layer (SSL) to protect communications to and from Web services.</p> <p><b>Note:</b> If you choose to use SSL, you must add the certificate on each server using the IIS administration tool. Until this is done, the Web services will not be available.</p>	<p>Use Secure Sockets Layer (SSL)</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>

OK Cancel

5. After the successful configuration you should see the following result:

The screenshot shows the Central Administration console interface. At the top, it says "Central Administration" and "Welcome System Account". Below this is a navigation bar with "Home", "Operations", and "Application Management" tabs. The main content area has a yellow background with the word "Success!" in large text. Below this, a message states "Shared Services Provider successfully created" and lists the services that have been configured: Business Data Catalog, Office SharePoint Server Search, Excel Services, User Profile Application, and Session State. A link to the "shared services administration site" is provided. At the bottom right, there is an "OK" button. On the left side, there is a sidebar with a warning icon and the text "Server Farm Configuration Not Complete", along with a link to the "administrator task list".

Central Administration Welcome System Account ▾

**Central Administration**

Home Operations Application Management

**Success!**

**Shared Services Provider successfully created**

All shared services have been successfully created and configured! These shared services include:

- Business Data Catalog
- Office SharePoint Server Search
- Excel Services
- User Profile Application
- Session State

To view the administration pages for this SSP, go to the [shared services administration site](#).

Otherwise, click 'Ok' to return to the Manage this Farm's Shared Services page.

**Server Farm Configuration Not Complete**

See [administrator task list](#) for more information

View All Site Content

**Central Administration**

- Operations
- Application Management

**Shared Services Administration**

- SharedServices

**Recycle Bin**

## Configuring Search

1. Open Shared Services Administration. Select 'SharedServices' from the left panel in SharePoint Central Administration:

Shared Services Administration: SharedServices Welcome System Account ▾

**Shared Services Administration: SharedServices** This Site: Shared Services Adm ▾

**Home**

View All Site Content

**Back to Central Administration**

**Shared Services Administration**

- SharedServices

**Recycle Bin**

---

**Home**

**User Profiles and My Sites**

- User profiles and properties
- Profile services policies
- My Site settings
- Trusted My Site host locations
- Published links to Office client applications
- Personalization site links
- Personalization services permissions

**Search**

- Search administration
- Search settings
- Search usage reports

**Excel Services Settings**

- Edit Excel Services settings
- Trusted file locations
- Trusted data connection libraries
- Trusted data providers
- User-defined function assemblies

**Audiences**

- Audiences

**Office SharePoint Usage Reporting**

- Usage reporting

**Business Data Catalog**

- Import application definition
- View applications
- View entities
- Business Data Catalog permissions
- Edit profile page template

## 2. Select 'Search Administration' from 'Search' group.

Shared Services Administration: SharedServices Welcome System Account | My Site | My Links |

**Shared Services Administration: SharedServices**

[Home](#) [Site Actions](#)

## Search Administration

**Administration**

- Search Administration
- Central Administration

**Crawling**

- Content sources
- Crawling rules
- Crawling log
- Default content access account
- File types
- Reset all crawled content
- Crawler impact rules
- Proxy and timeouts

**Queries and Results**

- Authoritative pages
- Federated Locations
- Metadata properties
- Scopes
- Server name mappings
- Search result removal

**Usage Reports**

- Queries report
- Results report

**System Status**

Crawl status	Crawling - Local Office SharePoint Server sites
Items in index	200
Server status	SHAREPOINTSRV : C: 100GB
Propagation status	Propagation not required
Default content access account	spsearch
Contact e-mail address	spsearch@.com
Proxy server	none
Scopes update status	Idle
Scopes update schedule	Automatically scheduled
Scopes needing update	0
Search alerts status	On Disable
Query logging	On Disable

**Shortcuts**

There are currently no favorite links to display. To add a new link, click "Add new link" below.

[Add new link](#)

**I Want to ...**

- Add new content to crawl
- Federate results from other locations
- Add users to search
- Customize the Search Center
- Secure the search system
- Enhance the user experience
- Read online documentation

**Active crawls**

Content Source	Status	Duration	Success	Error
Local Office SharePoint Server sites	Crawling Full	00:00:52	200	0

**Recently completed crawls**

Content Source	Type	Finished	Duration	Success	Error
There are no completed crawls.					

## 3. Choose 'Content Sources' and select 'Start Full Crawl' to run a first full crawl and verify the results

Shared Services Administration: SharedServices Welcome System Account | My Site | My Links |

**Shared Services Administration: SharedServices**

[Home](#) [Site Actions](#)

Shared Services Administration: SharedServices > Search Administration > Content sources

## Manage Content Sources

Use this page to add, edit, or delete content sources, and to manage crawls.

[New Content Source](#) | [Refresh](#)

Type	Name	Status	Current crawl duration	Last crawl duration	Last crawl completed	Next Full Crawl	Next Incremental Crawl
	Local Office SharePoint Server sites	Idle		00:01:01	11/24/2009 3:46 PM	None	None

Edit
View Crawl Log
Start Full Crawl
Start Incremental Crawl
Resume Crawl
Pause Crawl
Stop Crawl
Delete

**Administration**

- Search Administration
- Central Administration

**Crawling**

- Content sources
- Crawling rules
- Crawling log
- Default content access account
- File types
- Reset all crawled content
- Crawler impact rules
- Proxy and timeouts

**Queries and Results**

- Authoritative pages
- Federated Locations
- Metadata properties
- Scopes
- Server name mappings
- Search result removal

**Usage Reports**

- Queries report
- Results report

4. If crawl has been completed successfully in next step configure the schedule when to run full and incremental crawls, similar to this one:

Shared Services Administration: SharedServices Welcome System Account | My Site | My Links |

**Shared Services Administration: SharedServices** Site Actions ▾

Home Shared Services Administration: SharedServices > Search Administration > Content sources > Edit Content Source

## Edit Content Source

Use this page to edit a content source.  
\* Indicates a required field

<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>▪ Search Administration</li> <li>▪ Central Administration</li> </ul> <p><b>Crawling</b></p> <ul style="list-style-type: none"> <li>▪ Content sources</li> <li>▪ Crawl rules</li> <li>▪ Crawl log</li> <li>▪ Default content access account</li> <li>▪ File types</li> <li>▪ Reset all crawled content</li> <li>▪ Crawler impact rules</li> <li>▪ Proxy and timeouts</li> </ul> <p><b>Queries and Results</b></p> <ul style="list-style-type: none"> <li>▪ Authoritative pages</li> <li>▪ Federated Locations</li> <li>▪ Metadata properties</li> <li>▪ Scopes</li> <li>▪ Server name mappings</li> <li>▪ Search result removal</li> </ul> <p><b>Usage Reports</b></p> <ul style="list-style-type: none"> <li>▪ Queries report</li> <li>▪ Results report</li> </ul>	<p><b>Name</b></p> <p>Type a name to describe this content source.</p> <p>Name: * <input type="text" value="Local Office SharePoint Server sites"/></p> <hr/> <p><b>Content Source Details</b></p> <p>This shows the current status of the Content Source.</p> <table border="1"> <tr> <td>Content Source Type:</td> <td>SharePoint Sites</td> </tr> <tr> <td>Current Number of Start Addresses:</td> <td>4</td> </tr> <tr> <td>Current Status:</td> <td>Idle</td> </tr> <tr> <td>Current crawl began:</td> <td>N/A</td> </tr> <tr> <td>Current crawl duration:</td> <td>N/A</td> </tr> <tr> <td>Last crawl type:</td> <td>Full</td> </tr> <tr> <td>Last crawl began:</td> <td>11/24/2009 3:45 PM</td> </tr> <tr> <td>Last crawl completed:</td> <td>11/24/2009 3:46 PM</td> </tr> <tr> <td>Successes after last crawl:</td> <td>205</td> </tr> <tr> <td>Errors after last crawl:</td> <td>0</td> </tr> <tr> <td>Last crawl duration:</td> <td>00:01:01</td> </tr> <tr> <td colspan="2"><b>7 day average</b></td> </tr> <tr> <td>Successes:</td> <td>205</td> </tr> <tr> <td>Errors:</td> <td>0</td> </tr> <tr> <td>Incremental crawl duration:</td> <td>N/A</td> </tr> <tr> <td>Full crawl duration:</td> <td>0:1:1</td> </tr> <tr> <td colspan="2"><b>30 day average</b></td> </tr> <tr> <td>Successes:</td> <td>205</td> </tr> <tr> <td>Errors:</td> <td>0</td> </tr> <tr> <td>Incremental crawl duration:</td> <td>N/A</td> </tr> <tr> <td>Full crawl duration:</td> <td>0:1:1</td> </tr> </table> <hr/> <p><b>Start Addresses</b></p> <p>Type the URLs from which the search system should start crawling.</p> <p>Type start addresses below (one per line): *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <pre>http://sharepointsrv/ http://sharepointsrv:88/ http://sharepointsrv:90/ sps3://sharepointsrv:88/</pre> </div> <p>Example: http://intranetsite</p> <hr/> <p><b>Crawl Settings</b></p> <p>Specify the behavior for crawling this type of content.</p> <p>Selecting to crawl everything under the hostname will also crawl all the SharePoint Sites in the server.</p> <p><input checked="" type="radio"/> Crawl everything under the hostname for each start address <input type="radio"/> Crawl only the SharePoint Site of each start address</p> <hr/> <p><b>Crawl Schedules</b></p> <p>Select the schedule that this should be a part of:</p> <p>Full Crawl At 1:00 AM every Sat of every week, starting 11/24/2009 <span style="float: right;">▾</span> <a href="#">Edit schedule</a></p> <p>Incremental Crawl At 2:00 AM every day, starting 11/24/2009 <span style="float: right;">▾</span> <a href="#">Edit schedule</a></p> <hr/> <p><b>Start Full Crawl</b></p> <p>Select "Start full crawl of this content source" and click "OK" to start a full crawl of this content source.</p> <p><input type="checkbox"/> Start full crawl of this content source</p>	Content Source Type:	SharePoint Sites	Current Number of Start Addresses:	4	Current Status:	Idle	Current crawl began:	N/A	Current crawl duration:	N/A	Last crawl type:	Full	Last crawl began:	11/24/2009 3:45 PM	Last crawl completed:	11/24/2009 3:46 PM	Successes after last crawl:	205	Errors after last crawl:	0	Last crawl duration:	00:01:01	<b>7 day average</b>		Successes:	205	Errors:	0	Incremental crawl duration:	N/A	Full crawl duration:	0:1:1	<b>30 day average</b>		Successes:	205	Errors:	0	Incremental crawl duration:	N/A	Full crawl duration:	0:1:1
Content Source Type:	SharePoint Sites																																										
Current Number of Start Addresses:	4																																										
Current Status:	Idle																																										
Current crawl began:	N/A																																										
Current crawl duration:	N/A																																										
Last crawl type:	Full																																										
Last crawl began:	11/24/2009 3:45 PM																																										
Last crawl completed:	11/24/2009 3:46 PM																																										
Successes after last crawl:	205																																										
Errors after last crawl:	0																																										
Last crawl duration:	00:01:01																																										
<b>7 day average</b>																																											
Successes:	205																																										
Errors:	0																																										
Incremental crawl duration:	N/A																																										
Full crawl duration:	0:1:1																																										
<b>30 day average</b>																																											
Successes:	205																																										
Errors:	0																																										
Incremental crawl duration:	N/A																																										
Full crawl duration:	0:1:1																																										

## Configuring diagnostic logging

In Central Administration – Operations – Diagnostic Logging provide the following settings:

The screenshot shows the 'Diagnostic Logging' configuration page in SharePoint Central Administration. The page is divided into several sections for configuring different logging features.

**Customer Experience Improvement Program**  
 The Customer Experience Improvement Program is designed to improve the quality, reliability, and performance of Microsoft Products and Technologies. With your permission, anonymous information about your server will be sent to Microsoft to help us improve SharePoint Products and Technologies.

Sign up for the Customer Experience Improvement Program  
 Yes, I am willing to participate anonymously in the Customer Experience Improvement Program (Recommended).  
 No, I don't wish to participate.

**Error Reports**  
 Error reports are created when your system encounters hardware or software problems. Microsoft and its partners actively use these reports to improve the reliability of your software.

Before enabling these, [click here to review the privacy and server impact information.](#)

Error reporting  
 Collect error reports.  
 Periodically download a file that can help identify system problems.  
 Change this computer's error collection policy to silently send all reports. This changes the computer's error reporting behavior to automatically send reports to Microsoft without prompting users when they log on.  
 Ignore errors and don't collect information.

**Event Throttling**  
 Use these settings to control the severity of events captured in the Windows event log and the trace logs. As the severity decreases, the number of events logged will increase.

You can change the settings for any single category, or for all categories. Updating all categories will lose the changes to individual categories.

Select a category  
  
 Least critical event to report to the event log  
  
 Least critical event to report to the trace log

**Trace Log**  
 If you enabled tracing you may want the trace log to go to a certain location. Note: The location you specify must exist on all servers in the farm.

Additionally, you may set the maximum number of log files to maintain, and how long to capture events to a single log file. [Learn about using the trace log.](#)

Path  
  
 Example: C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\12\LOGS

Number of log files

Number of minutes to use a log file

OK Cancel

## Configuring E-Mail Settings

Central Administration

Central Administration

Home Operations Application Management

Central Administration > Operations

### Operations

This page contains links to pages that help you manage your server or server farm, such as changing the server farm topology, specifying which services are

**Topology and Services**

- Servers in farm
- Services on server
- Outgoing e-mail settings
- Incoming e-mail settings
- Approve/reject distribution groups

**Security Configuration**

- Service accounts
- Information Rights Management
- Antivirus
- Blocked file types
- Update farm administrator's group
- Information management policy configuration

**Global Configuration**

- Timer job status
- Timer job definitions
- Master site directory se
- Site directory links scan
- Alternate access mappir
- Manage farm features
- Quiesce farm
- Solution management

**Backup and Restore**

- Perform a backup
- Backup and restore hist
- Restore from backup

## Configuring Outgoing Email Settings

To configure outgoing email - follow these detailed MSDN instructions:

**Configure outgoing e-mail** [https://technet.microsoft.com/en-us/library/cc262821\(v=office.12\).aspx](https://technet.microsoft.com/en-us/library/cc262821(v=office.12).aspx)

Central Administration

Welcome System Account | My Site | My Links

Central Administration

Home Operations Application Management Site Actions

Central Administration > Operations > Outgoing E-Mail Settings

### Outgoing E-Mail Settings

Use the settings on this page to configure the default e-mail settings for all web applications. Learn about configuring e-mail settings.

**Mail Settings**

Specify the SMTP mail server to use for Windows SharePoint Services e-mail-based notifications for alerts, invitations, and administrator notifications. Personalize the **From address** and **Reply-to address**.

Outbound SMTP server:

From address:

Reply-to address:

Character set:

OK Cancel

## Configuring Incoming Email Settings

To configure incoming email – follow these detailed MSDN instructions:

**Configure incoming e-mail** [https://technet.microsoft.com/en-us/library/cc262775\(v=office.12\).aspx](https://technet.microsoft.com/en-us/library/cc262775(v=office.12).aspx)

Central Administration &gt; Operations &gt; Incoming E-Mail Settings

## Configure Incoming E-Mail Settings

Use this page to change the e-mail settings for this server. You can enable or disable incoming e-mail, specify e-mail options, and configure the Microsoft SharePoint Directory Management Web Service. [Learn about enabling and configuring incoming e-mail.](#)

OK Cancel

<p><b>Enable Incoming E-Mail</b></p> <p>If enabled, SharePoint sites can receive e-mail and store incoming messages in lists. Sites, lists, and groups will need to be configured individually with their own e-mail addresses.</p> <p>In automatic mode, all required settings are retrieved automatically. Advanced mode is necessary only if you are not using the SMTP service to receive incoming e-mail. When using advanced mode, you need to specify the e-mail drop folder.</p>	<p>Enable sites on this server to receive e-mail?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Settings mode:</p> <p><input checked="" type="radio"/> Automatic <input type="radio"/> Advanced</p>
<p><b>Directory Management Service</b></p> <p>The Microsoft SharePoint Directory Management Service connects SharePoint sites to your organization's user directory in order to provide enhanced e-mail features. This service provides support for the creation and management of e-mail distribution groups from SharePoint sites. This service also creates contacts in your organization's user directory allowing people to find e-mail enabled SharePoint lists in their address book.</p> <p>To use the Directory Management Service you need to provide the SharePoint Central Administration application pool account with write access to the container you specify in the Active Directory. Alternatively you can configure this server farm to use a remote SharePoint Directory Management Web Service.</p>	<p>Use the SharePoint Directory Management Service to create distribution groups and contacts?</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes <input type="radio"/> Use remote</p>
<p><b>Incoming E-Mail Server Display Address</b></p> <p>Specify the e-mail server address that will be displayed in Web pages when users create an incoming e-mail address for a site, list, or group.</p> <p>This setting is often used in conjunction with the Microsoft SharePoint Directory Management Web Service to provide a more friendly e-mail server address for users to type.</p>	<p>E-mail server display address:</p> <p>mylist @ <input type="text" value="example.com"/></p> <p>For example, mylist@example.com</p>
<p><b>Safe E-Mail Servers</b></p> <p>Specify whether to restrict the set of e-mail servers that can route mail directly to this server farm. This setting can help ensure the authenticity of e-mail stored in SharePoint sites.</p>	<p><input checked="" type="radio"/> Accept mail from all e-mail servers <input type="radio"/> Accept mail from these safe e-mail servers:</p> <div data-bbox="760 884 1094 974" style="border: 1px solid gray; height: 40px; width: 100%;"></div>